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ABSTRACT

The National Education Statistical Agenda Committee of the National Forum on Education Statistics established a Task Force in 1995 to study how a state or local education agency might best collect and report data on the incidence of crime, violence, and disciplinary behavior. The Task Force, which consisted of a core group of data providers from six state and local education agencies, received input from Federal and State agencies. This paper is presented as a model for the voluntary use of agencies interested in developing or improving their system for collecting data on crime, violence, and discipline. Two types of records are recommended for the system to function. One is an incident record and the other, a participant record. Critical to the linking of incident records with participant records is a single unique incident identifier. Key concepts about incidents, such as the type, location, contextual factors, and the presence of alcohol or drugs, are listed. Definitions are provided for categories that include school environment, referral action, and incident type codes. (SLD)

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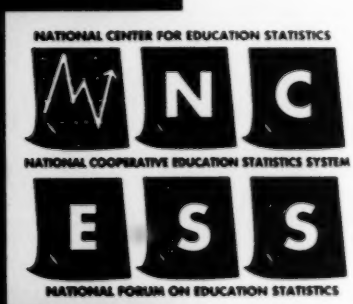
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Recommendations of the Crime, Violence, and Discipline Reporting Task Force

Prepared by the Task Force on School Crime, Violence, and Discipline
of the National Education Statistics Agenda Committee (NESAC),
National Forum on Education Statistics
under the National Center for Education Statistics,
U.S. Department of Education

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Foreword

In recent years the incidence of criminal and violent behavior in schools has escalated. According to the National Center for Education Statistics' Schools and Staffing Survey, between 1990-91 and 1993-94 the proportion of teachers indicating that physical conflicts among students was a serious problem rose from 6.5 percent to 8.2 percent and the problem of student possession of weapons had increased from 1.2 percent to 2.8 percent. Teachers report problems on the rise in the areas of robbery and theft, and vandalism of school property as well.

Congress passed legislation in response to this rising tide of school violence. In 1986, the original Drug Free Schools and Communities Act was passed and funded for the first item in fiscal year 1987. In 1994, that act was modified to become the Safe and Drug Free Schools and Communities Act, passed as part of the Improving America's Schools Act. Two other important legislative mandates were passed in 1994: The Educate America Act (Goals 2000) contained Part B of title X--Gun-Free Schools Act-- and the National Education Goal #7 became Safe, Disciplined, and Alcohol-and Drug-free Schools.

Clearly, Congress has been paying more attention to criminal and violent behavior in schools. Yet, because legislation is relatively new, there has been little agreement on how to define and quantify disruptive behaviors in schools. As yet there is no comprehensive survey addressing crime, violence, and discipline in schools.

At the state and local level, legislators and administrators have started asking school agencies to report on the types and extent of disruptive behavior in their schools. In the absence of a consensus on the data required for either a national survey, or to accommodate a state or local education system's administrative needs, state education agency leaders brought the issue before the National Forum on Education Statistics. The Forum was asked to provide assistance on how a state or local education agency might best collect and report data on the incidence of crime, violence, and disciplinary behavior.

The National Education Statistical Agenda Committee of the Forum established a Crime, Violence and Discipline Task Force in the Spring of 1995. The Task Force consisted of a core group of data providers from six state and local education agencies. They received input from several federal offices dealing with crime issues and a plethora of representatives from states and agencies across the country.

The purpose of the Task Force was three-fold:

1) To describe the data collection systems in the various states as they related to the collection of crime, violence, and discipline information;

2) To recommend to the states and to the National Center for Education Statistics a model set of definitions for the collection of any state or national set of information regarding these data;

3) To describe for states wishing to establish a data system regarding this subject, a model which could be implemented within a state or adapted for use in a school district.

The Task Force immediately commissioned a survey to describe the existing data collection systems in the states. That document was produced by Infoteq in September 1995.

Once the Task Force knew what was being collected in the states, they began to sort through the information to find successful collections, and commonalities among collections. They found that most collections center around either an incident (i.e. fight) or an action (i.e. suspension). Some involved weapons or drugs and alcohol; others were gang or hate related. The Task Force took the position that the best way to track these variables, without duplication or reporting error, would be through a unit record system.

The Task Force pulled together a recommended model set of definitions and protocols for the collection of crime and violence data. This system is based on a unit record system--that is--an individual student reporting system.

Throughout 1996, this model was shared with both data collectors and program directors throughout the nation. Feedback was positive. The Task Force then presented the report to NESAC and the overall Forum where, in July 1996 it was adopted by the Forum.

The Task Force now presents this paper to the public as a model for the voluntary use by state and local education agencies interested in developing or improving their system for collecting data on crime, violence, and discipline. It is hoped that this model will provide guidance to those agencies in need of developing such a system, and that the use of this model will produce comparability and uniformity in collections across the country.

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Recommendations of the Crime, Violence, and Discipline Reporting Task Force

Introduction/Assumptions

The Crime, Violence, and Discipline Reporting Task Force of the National Education Statistics Agenda Committee (NESAC), National Forum on Education Statistics recognizes the large variation of expertise and capabilities across the United States in the area of information systems. This is particularly true in what individual states and school districts are willing or want to collect in the way of descriptive statistics in the areas of school crime, violence, and discipline. Further, the Task Force understands that individual state and district laws may impact the overall types of information that can be collected in this area.

With these understandings in mind, the Task Force is making the following recommendations as a means of establishing a reporting system based on a unit record system. That is, the data system recommended here is a module of an overall individual student reporting system. However, with minor modifications of the data collected, it is possible for the system module to be expanded to include additional demographic information on the students or the victims of the crime, violence, or disciplinary action being collected.

Data System Structure

Two types of records are recommended for the system to function. These are an incident record and a participant record. Each reported single incident has as few as one record and as many records as participants plus one. The two record types are defined below with their component types. Critical to the linking of the incident records with the participant records is the concept of a single unique incident identifier. That is, the incident identifier is the same across all records (both incident and participant) being reported.

Records collected will fall into one of two categories. These are:

- **Category A:** Major incident record with no matching participant (discipline) records. State (district) defined major incidents with no known students involved (such as vandalism after hours where the perpetrator is unknown).

- **Category B:** Major incident record with one or more matching participant (discipline) records. State (district) defined major incident with one or more known students involved, resulting in one of state (district) defined discipline actions.

Data Items to be Collected

Records should be collected for the following defined major incident types. The incident types below are defined in the appendix of the document.

Alcohol
Arson
Battery
Breaking And Entering/Burglary
Disorderly Conduct
Drugs, Except Alcohol
Fighting
Homicide
Kidnapping
Larceny/Theft
Motor Vehicle Theft
Robbery
Sexual Battery
Sexual Harassment
Sex Offenses
Threat/Intimidation
Tobacco
Trespassing
Vandalism
Weapons Possession
Other Major Offenses
Other State (District) Defined Offense

Any discipline record with any one of the following state (district) defined disciplinary actions or measures should also initiate the development of an incident report.

Corporal Punishment
Suspension, Out Of School
Alternative Placement (Second Chance Schools, Etc.)
Expulsion (No Services Provided)
Suspension, In-School
Court Or Juvenile System Referral
Other State (District) Defined Measure
Expulsion (Services Provided)

Key Concepts About Incident Reporting

All reporting is based upon an **incident** and it's **context.** Several concepts are critical in the development of incident records. These are:

- **All data collected are based on school year:** This is a report based on data collected during a school year, not fiscal or calendar year. Begin data collection on the date that you begin collecting for other school-year based reports.
- **Incidents of the following types are to be included for reporting purposes:** Alcohol, arson battery, breaking and entering/burglary, robbery, disorderly conduct, drugs, except alcohol, fighting, homicide, kidnapping, larceny/theft, motor vehicle theft, sexual battery, sexual harassment, sex offenses, threat/intimidation, tobacco (where declared illegal), trespassing, vandalism, weapons possession, other major offenses, other state (district) defined offenses, and whether these incidents involved alcohol, drugs, or weapons, whether they were gang related or motivated by hate (malicious harassment) and whether the incident was reported to police. See the section on definitions for more detail.
- **All incidents on school grounds:** All incidents occurring on a school campus, 365 days a year and 24 hours a day, are to be reported, even if a student is not

involved or the offender is unknown. Campuses to be included are public school programs geared toward students in any or all of grades PK-12.. Incidents from vocational education programs are to be included if they are designed for any grades from PK-12.

- **All incidents on school transportation:** All incidents occurring on any school transportation, including bus transportation to and from school and other transportation to and from school sponsored events are to be reported. Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.
- **Incidents at off-campus school-sponsored events when student is involved:** All incidents that occur at a school sponsored event off campus are to be reported if a student is involved, whether as a victim or offender. If a student is not involved, do not report the incident. The home school (the school sponsoring the off-campus event or activity) is responsible for reporting the incident under their school number. If more than one school is sponsoring or it is a district or statewide event, one school needs to be designated to report the event.
- **Definition of "student" for reporting purposes:** A "student" is an individual who is enrolled in your school district. If an offender involved in an incident in your district is a student from another school district, they would be considered a "non-student."
- **The presence of alcohol, drugs, or weapons, whether the incident is gang-related or motivated by hate, or whether the incident is reported to police should always be reported:** If these elements were present during the incident but were not the main offense committed during the incident, they should still be reported. For example, if the incident is battery and a knife was used during the incident, report the incident in the Incident, Type with a code of "Battery" and a "yes" code in the Incident, Weapons Related field and a "K" in the field for Weapon, Description.
- **Reporting An Incident with Several Offenses:** If several actions occur in a single overall incident, always report the most serious of actions. For example, if an assault turns into battery, report the incident in the Battery category. In selecting which incident to report, refer to the ranking list as well as consider the amount of personal injury and monetary cost. The general rule is that the incident that caused either the most injury or the highest loss of property or monetary cost is to be reported.

Definitions for School Environmental Safety Incident Elements

District Number, Reporting District

If the reporting system is based upon district and school-based reporting, the appropriate coding for those units must be included.

School Number, Where Incident Occurred
This number is the state assigned number of the school where the incident occurred, whether on school grounds or at a school sponsored event off-campus. If the incident occurs during an activity or on transportation that is district or state sponsored and not attached to a particular school, use the code which is not assigned to a reporting unit. For example, if the state assigned school code is four digits, a possible use of "9999" is recommended.

Incident, Alcohol-Related
The incident is alcohol-related if those involved in the incident were caught drinking at the incident, or if there is evidence that they had been drinking, based on testing or investigation of a police officer at the scene, or if the incident is somehow related to possession, use or sale of alcohol. Only report "yes" to alcohol-related if alcohol was present or used during the incident but was not the main offense committed during the incident.

Incident, Context
This code identifies the time and sponsor of the activity during which the incident occurred. Codes below are **recommended** although any appropriate coding structure may be put into place.

Code	Name	Definition
1	During School Hours	Regularly scheduled hours of the school day, including bus transportation to and from school
2	Outside School Hours School Sponsored Activity	Any activity that is sponsored by the school whether it is on campus (before or after school programs) or off-campus (football games or conferences)
3	Outside School Hours Non-School Sponsored Activity	Those activities and hours on a school campus that are not sponsored/supervised by the school, such as before the school day begins, classes held at night or the community's use of the school's track

Incident, Drug-Related
The incident is drug-related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident, based on testing or investigation done by police as a result of the incident, or drugs were in the possession of individuals involved in the incident, or if the incident is somehow related to possession, use or sale of drugs. Only report "yes" to drug-related if drugs were present or used during the incident but were not the main offense committed during the incident.

Incident, Gang-Related
The incident is gang-related if it is gang motivated, if gang membership caused the incident or was a contributing factor to actions that happened during the incident. For example, an incident of vandalism or robbery might be a part of an initiation into a gang or a fight might be caused by gang rivalry. Report an incident as gang-related only if you are sure that gang membership contributed to that incident. A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress, and colors. The group is recognized as a gang by its members and others.

Incident, Hate Crime-Related
The incident is hate-crime related if it is motivated by hate due to some characteristics or perceived characteristics of the victim (see list below). Any act, or attempted act, to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment.

Incident, Identifier
A unique identifier locally assigned within a district to identify a specific incident or occurrence. One identifier is used to report an incident even if it included multiple offenses and multiple offenders. This is one of the key fields that ties incident records to student records.

Incident, Involvement Type
An element that identifies the type of offender involved in the incident. While codes are provided, the state (district) prescribing the system definitions may add or change codes.

Code	Name	Definition
S	Student	An individual who is enrolled as a K-12 student in the school district reporting the incident at the time the incident occurred
N	Non Student	An individual who is not a student in the school or district reporting the incident, a student from another school district, school board personnel
B	Both	Both types are involved, as defined above
U	Unknown	The offender or offenders involved in the incident are not known

Incident, Location
An element indicating where the incident occurred.

Code	Name	Definition
1	School Grounds/On Campus	On the grounds of a PK-12 district-operated facility
2	School Sponsored Activity/Off Campus	Any type of school sponsored activity that is held away from the home school, such as a football game, field or class trip
3	School Sponsored Transportation	Any school sponsored transportation, including bus transportation to and from school and other transportation to and from school sponsored events; includes bus stops only when the bus is at the stop

Incident, Reported to Law Enforcement
The incident is reported to law enforcement if the School Resource Officer (SRO) or some other appropriate official takes some official action on the incident, such as filing a report, filing an affidavit or making an arrest or if local law enforcement is called in, whether an arrest is made or not.

Incident, Type
A code that identifies the type of incident. If several actions occur in a single incident, always report the most serious actions. Definitions for incident types are in the following section, "Definitions for Incident Type Codes."

Incident, Weapon-Related
This includes incidents where any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use or sale of weapons. Please also code the type of weapon used under Weapon, Description (see below). Do NOT report in this category if the main offense during the incident is possession, use or sale of weapons. Only report "yes" to weapon-related if a weapon or weapons were present or used during the incident but were not the main offense committed during the incident.

Weapon, Description
Codes are used to identify the type of weapon used during an incident. If multiple weapons were used and one (or more) is a firearm of some kind, always code the weapon as "F" for the firearm. If a knife and other types of weapons (but no firearm) are used in an incident, use the code "K" for knife.

Weapon, Description (Continued)

Code	Name	Definition
F	Firearm	See definition in "Definitions for Incident Type Codes" section
K	Knife	Includes any type of knife that is used as a weapon to attack or threaten someone during an incident
O	Other Weapon	See definition in "Definitions for Incident Type Codes" section
U	Unknown Weapon	A weapon was used in the incident but the type is unknown
Z	Not Applicable	No weapon was used in the incident

Incident, Reported By

A code to identify the individual who reported the incident. In most cases, the incident will be reported by school personnel. However, additional codes are provided for other types of people who may report an incident.

Code	Name	Definition
S	Student	The incident was reported by an individual who is enrolled as a PK-12 student in the school district reporting the incident at the time the incident occurred
T	Teacher	The incident was reported by a teacher at the school where the incident occurred
A	Administrator	The incident was reported by an administrator where the incident occurred
O	Other School Staff	The incident was reported by other school staff such as school support personnel, maintenance personnel, and the like
P	Police	The incident was reported by school-based law enforcement personnel such as School Resource Officers
N	Non-School Personnel	The incident was reported by an individual who was not associated with the school in any manner.
U	Unknown	The individual(s) involved in the incident are not known

NOTE TO THE READER: The items below are potential "add-ons" to any system of this type. The codes and definitions should be customized to accommodate local/State (district) needs as may be defined by law, rule, or regulation.

Incident, Victim
A code to describe the victim of the incident being reported.

Code	Name	Definition
S	Student	The victim of the incident was an individual who is enrolled as a PK-12 student in the school district reporting the incident at the time the incident occurred
T	Teacher	The victim of the incident was a teacher at the school where the incident occurred
A	Administrator	The victim of the incident was an administrator where the incident occurred
O	Other School Staff	The victim of the incident was another school staff member such as school support personnel, maintenance personnel, and the like
P	Police	The victim of the incident was a school-based law enforcement personnel such as a School Resource Officer
N	Non-School Personnel	The victim of the incident was an individual who was not associated with the school in any manner
U	Unknown	The victim of the incident is not known

Incident, Vandalism Value
If the incident resulted in a quantifiable monetary loss for any entity involved, the value of that loss should be identified and reported. For example, if vandalism of a school facility results in having to have repairs made, the value of those repairs should be reported.

Definitions for Student Discipline/Referral Action Elements

All information included below is reported about the students involved in the incident being reported. As in the case of the items above, modifications should be made to accommodate state (district) defined needs. **Multiple records may be reported for a single incident.**

Disciplinary/Referral Action Code
A code to define the type of punishment given to the student involved in the incident. Detailed definitions for the codes are given in the appendix.

Code	Item	Code	Item
C	Corporal Punishment	I	Suspension, In-School
O	Suspension, Out Of School	J	Court Or Juvenile System Referral
A	Alternative Placement (Second Chance Schools, Etc.)	M	Other State (District) Defined Measure
E	Expulsion (No Services Provided)	S	Expulsion (Services Provided)
Z	No disciplinary action taken		

District Number, Current Enrollment
This is the two digit number for the current school district in which the student is officially enrolled for graduation.

Incident, Identifier
A unique identifier locally assigned within a district to identify a specific incident or occurrence. This number will match the record for the incident the students were involved in and for which they received punishment. This is one of the key fields linking students to incidents and subsequent actions.

Duration, Suspension
The number of days assigned for a suspension, either in- or out-of-school.

School Number, Current Enrollment
This is the state assigned school number for the current school district in which the student is officially enrolled for graduation.

Student, Involved in Gang
A code indicating whether or not the student who was involved in the incident was involved in a gang. A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress, and colors. The group is recognized as a gang by its members and others.

Student, Involved in Hate Crime
A code indicating whether or not the student in the incident was involved in hate crime. The student is involved in hate-crime if his/her action during the incident, or the incident itself, are motivated by hate due to some characteristics or perceived characteristics of the victim (see list below). Any act, or attempted act, by the student to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment.

Examples: Spray painting anti-gay slogans on bathroom walls, sending racial slurs to someone in a note or through electronic mail, and using derogatory language involving someone's religious beliefs while in a fight with someone.

Student, Use of Alcohol
A student is involved in the use of alcohol if he or she were caught drinking at the incident, or if there is evidence that they had been drinking, based on testing or investigation of a police officer at the scene, or if the incident is the result of or occurred during the possession, use or sale of alcohol.

Student, Use of Drugs
A student is involved in the use of drugs if they were under the influence of drugs at the time of the incident, based on testing or investigation done by police as a result of the incident, or drugs were in the possession of the student during the incident, or if the incident is the result of or occurred during the possession, use or sale of drugs.

Student, Use of Weapon
A student is involved in the use of weapons if they possessed or used a weapon during the incident or if the incident is the result of or occurred during the possession, use or sale of weapons.

Student, Other Demographic Information
Other demographic information about individual students should be collected as appropriate. Where the reporting system is not part of an overall student information system, it is recommended that the additional items include gender, racial/ethnic group, date of birth, grade level, and similar other demographic items.

Definitions for Incident Type Codes

ALCOHOL (ALC) (liquor law violations; possession, use, sale)
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation or substances represented as alcohol. Use should be reported only if students are caught in the act of using, are tested and use found by an officer during/after arrest or are discovered in the course of investigating the incident to have used alcohol.

ARSON (ARS) (setting a fire on/in school property)
To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Examples include: Firecrackers, fireworks, and trash can fires would be included in this category if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the Weapons code. This category does not include a simple act of lighting a match.

BATTERY (BAT) (physical attack/harm)
An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or "beats up on" another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. Battery also includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. This category should be used only when the attack is very serious, serious enough to warrant calling the police or bringing in security, where the intent is to do bodily harm to someone. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

Examples include: striking that causes bleeding, broken nose, kicking while a student is down.

BREAKING & ENTERING/BURGLARY (BRK) (school building)
The unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

DISORDERLY CONDUCT (DOC) (serious class or campus disruption, etc.)
Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. If the action results in a more serious incident, report in the more serious incident category. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

Examples include: serious instances of classroom or campus disruption, such as pulling the fire alarm, defiance of authority, disobeying or showing disrespect to others, using obscene or inappropriate language or gestures, and disruptive demonstrations.

DRUGS - EXCLUDING ALCOHOL (DRG) (illegal drug possession, sale, use/under the influence)
The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school transportation or substances represented as drugs, at school-sponsored events or on school. Use should be reported only if students are caught in the act of using, are tested and use found by officer during/after arrest or are discovered to have used in the course of investigating the incident. Category includes over-the-counter medications if abused by the student. Category does not include tobacco.

FIGHTING (FIT) (mutual altercation)
Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. Does not include verbal confrontations, tussles or other minor confrontations. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

HOMICIDE (HOM) (killed on campus)
Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

KIDNAPPING (KID) (abduction)
The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

LARCENY/THEFT (STL) (personal or school property, or from vehicle on school property)
The unlawful taking, carrying, leading or riding away of property of another person without threat , violence or bodily harm. Included are pocket picking, purse or backpack snatching if left unattended or no force used to take it from owner, theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft

from a machine or device which is operated or activated by the use of a coin or token and all other types of larcenies. This category includes theft of such things as a car stereo, speakers or hub caps. The larceny/theft category should be used only when theft is serious enough to warrant calling the police or bringing in security. Administrators need to consider age and developmentally appropriate behavior before using this category. For example, students stealing pencils or paper from each other in elementary grades is a form of malicious or harassing behavior and not larceny because it is not serious and does not warrant calling security in to deal with it.

MOTOR VEHICLE THEFT (MVT) (includes attempted)
Theft or attempted theft of a motor vehicle.

Examples include: Category includes theft of car, truck, motorcycle, dune buggy, RV or anything that is self-propelled.

ROBBERY (ROB) (using force)
The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat or battery is involved in a robbery.

Examples include: extortion of lunch money.

SEXUAL BATTERY (SXB) (includes attempted)
Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object, or attempts forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity. Includes rape, fondling which includes touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, sodomy. These incidents are severe enough to warrant calling in law enforcement. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

SEXUAL HARASSMENT (SXH)
(1) To discriminate against a student in any course or program of study in any educational institution, in the evaluation of academic achievement or in providing benefits, privileges, and placement services on the basis of that student's submission to or rejection of sexual advances or requests for sexual favors by administrators, staff, teachers, students, or other school board employees;

(2) To create or allow to exist an atmosphere of sexual harassment, defined as deliberate, repeated and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of

interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment.

Keys to Definition: Unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

Examples include: behaviors such as leering, pinching, grabbing, suggestive comments or jokes, pressure to engage in sexual activity and the following:

- Using the computer to leave sexual messages or playing sex computer games
- Rating an individual - for example, on a scale from 1 to 10
- "Wedgies" - pulling underwear up at the waist so it goes between the buttocks
- Making kissing sounds or smacking sounds; licking the lips suggestively
- "Spiking" - pulling down someone's pants
- Howling, catcalls, whistles
- Touching (breast, buttock, etc.)
- Verbal comments (about parts of the body, clothing, etc.)
- Spreading sexual rumors
- Sexual or dirty jokes
- Massaging the neck and shoulders
- Touching oneself sexually in front of others

SEX OFFENSES (SXO) (lewd behavior, indecent exposure)
This includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place); and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness; such as phone calls or other communication, unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs). **Administrators need to consider age and developmentally appropriate behavior before using this category.**

Examples include: entering or downloading pornographic content (words or pictures) onto school computers. This category does not include mooning, kissing, swearing or profanity.

THREAT/INTIMIDATION (TRE) (physical or verbal threat or intimidation)
To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

Examples include: a bomb threat, threats made over the telephone or threats that someone else will beat them up.

TOBACCO (TBC) (possession, use, where applicable)
Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation.

TRESPASSING (TRS) (school property or school function)
To enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus or function.

VANDALISM (VAN) (destruction of school or personal property)
The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti.

Examples include: incidents such as destroying school computer records, carving initials or words in desk top or spray painting on walls.

WEAPONS POSSESSION (WPO) (includes firearms and other weapons)

- *FIREARMS:* A firearm "is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun." A destructive device is any bomb, grenade, mine, rocket, missile, pipebomb, or similar device continuing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (operable or inoperable, loaded or unloaded): including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun.

- *OTHER WEAPONS:* Possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants. Possession of any type of knife (including a pocket or pen knife) is included here.

Examples include: any type of firearm, might include toy guns if they are authentic replicas or are used in a threatening manner, firecrackers, fireworks, M80's, and mace and pepper gas.

OTHER MAJOR OFFENSES/UNCLASSIFIED (OMC) (such as forgery, extortion, possibly including possession of an electronic beeper)
Any major incident resulting in disciplinary action not classified previously, including but not limited to bribery, fraud, embezzlement, forgery, gambling, extortion/ blackmail, stolen property, driving under the influence, possession of beepers (where outlawed) or other action not included in any other major incident category. Also includes possession of school defined contraband, including possession of beepers and/or phones where not allowed.

Other State (District) Defined Offense
Any other district defined offense not covered by any of the Incident Types identified in the previous other Incident Types.

General Rule: If a decision must be made, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.

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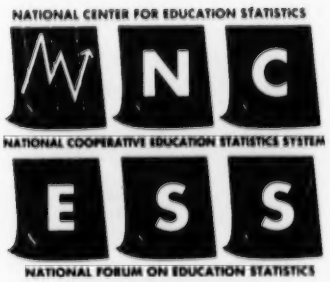
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